



Natural Resources Conservation Service  
75 High Street, Room 301  
Morgantown, WV 26505  
(304) 284-7560 (Phone)  
(304) 284-4839 (Fax)

---

August 13, 2006

**WEST VIRGINIA BULLETIN NO:** WV360-6-10

**SUBJECT:** GPS Training

**Purpose:** To announce the availability of training for using NRCS Global Positioning Systems (GPS) hardware.

**Expiration Date:** September 30, 2006

Two training sessions for the proper use of the NRCS Global Positioning System (GPS) equipment have been scheduled. The first will take place August 29-31 at the WVU Animal Science Farm Poultry Facility located off Stewartstown Road in Morgantown. A representative from each NRCS field office within the Monongahela and Tygarts Valley Conservation Districts, the Wes-Mon-Ty RC&D office and the Philippi Area Office are required to attend this training session. State office personnel who will use GPS units located within the state office are also encouraged to attend.

The second session is scheduled for September 26-28 at the National Guard Armory located on State Street in Keyser. A representative from each NRCS field office within the Eastern Panhandle and Potomac Valley Conservation Districts and the Potomac Headwaters RC&D office are required to attend this training session.

The classes will start each day at 9:00 am. and end around 4:00 pm. A draft agenda is attached. Field work is an integral part of this training, so please come prepared to work outside. Participants will need to bring a laptop computer loaded with Arc Editor<sup>®</sup>, Map Source<sup>®</sup> and MN DNR software. Please submit a MAGIC ticket with your computer name included to allow ITS to check that the required software and current version is loaded on your computer. (Instructions for submitting a MAGIC Ticket are attached). Students should ensure that they bring their computer mouse, power supply and power strip to the training. Students are expected to have a working knowledge of Toolkit and ArcEditor<sup>®</sup> software. In addition, each student should bring the complete box of GPS equipment located in their office.

Class size is limited to 15 students for each session. Priority will be given to employees of East Teams offices and the State Office since they have not had the training. Employees from other areas of the state may attend on a space available basis for a refresher. Contact your ASTC-FO if you need overnight travel.



West Virginia Bulletin WV360-6-10  
August 17, 2006  
Page 2

To register for either session, contact Diana Doerr at (304) 284-4245 or JR Wolfe at (304) 284-7583. If you have any questions, contact either Herbert Andrick, ASTC-PROG, at (304) 284-7560 or Susan Davis, DC, at (304) 799-4317.

/s/ William P. O'Donnell, Acting for

RONALD L. HILLIARD  
State Conservationist

Attachments

1. Agenda
2. Magic Self Service

DIST: E

# GPS Training AGENDA

## **Day 1, Tuesday**

9:00 Introduction & Housekeeping

Introduction to GPS

Overview of CCE GPS equipment

Garmin Map 76<sup>®</sup> Receiver

Garmin Map 76<sup>®</sup> Setup

Field Notes

4:00 Adjourn

## **Day 2, Wednesday**

9:00 Review previous day

Waypoints

Field exercise - Waypoints

Tracks

Field exercise – Tracks

Navigation

Field exercise – Navigation

Routes

Other features

MapSource<sup>®</sup> Software

Details for Thursday

4:00 Adjourn

## **Day 3, Thursday**

9:00 Field Practical

GIS/GPS Integration

Future Directions

4:00 Adjourn

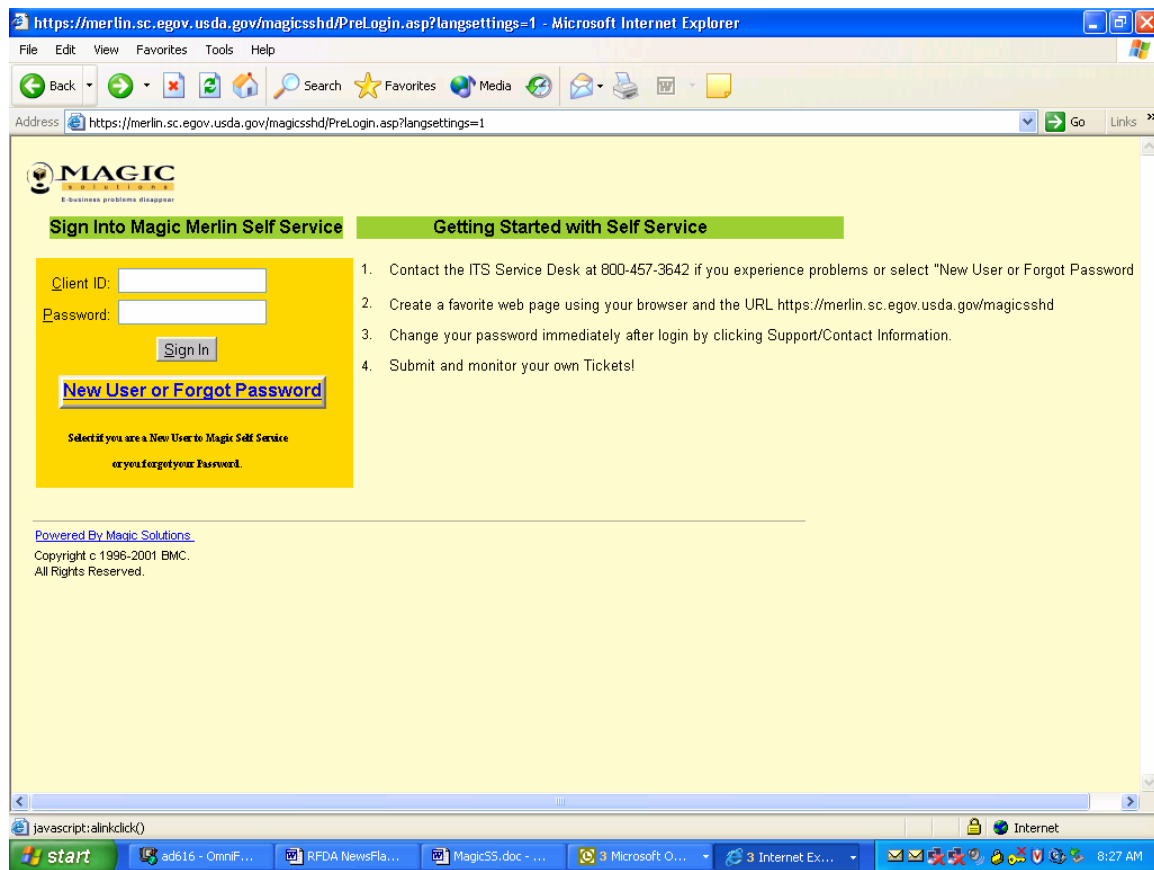
## ATTACHMENT 2

# MAGIC SELF SERVICE

Below is the link that will take you to the Magic Self Service Site,

<https://merlin.sc.egov.usda.gov/magicsshd/sslogin.asp>





**Click on New User or Forgot Password**

Welcome to Self Service Desk: New Client Registration - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Search Favorites Media

Address <https://merlin.sc.egov.usda.gov/magicsshd/newclientregistration.asp?langsettings=1> Go Links

**Sign up for a Client ID or to Reset your Password**

**New Client Registration or Forgot Password**

**First Name:**

**Last Name:**

**Client ID:**

**E-Mail Address:**

**Phone:**

**Note**

Note: Bolded fields are required.

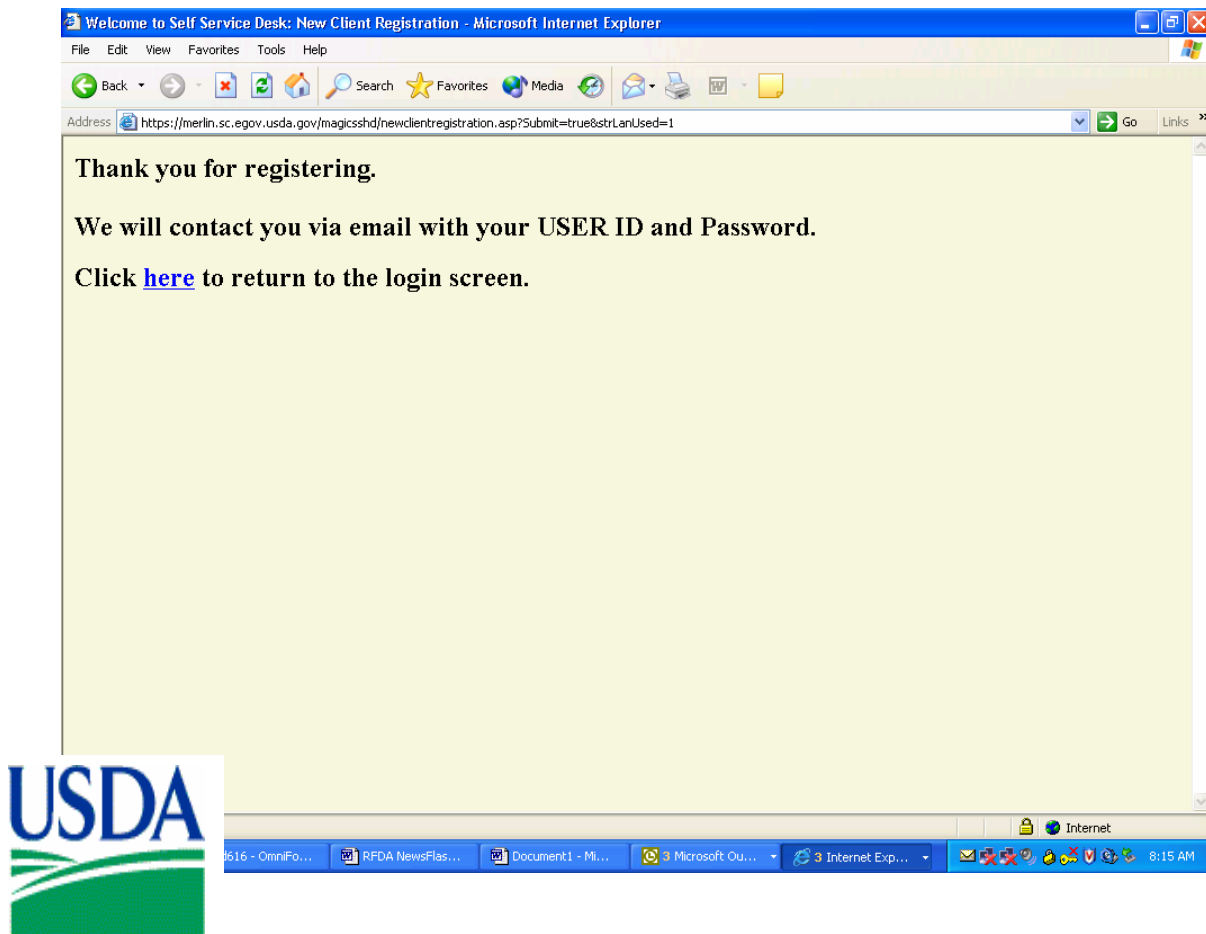
**You will receive an email from the ITS Service Desk regarding this request**

Done Internet

start ad616 - OmniFo... RFDA NewsFlas... MagicSS.doc - M... Microsoft Ou... 3 Internet Exp... 8:24 AM

**Note: The Client ID is your ICAM ID without the initials**

**.Click Submit**



## MAGIC SELF SERVICE

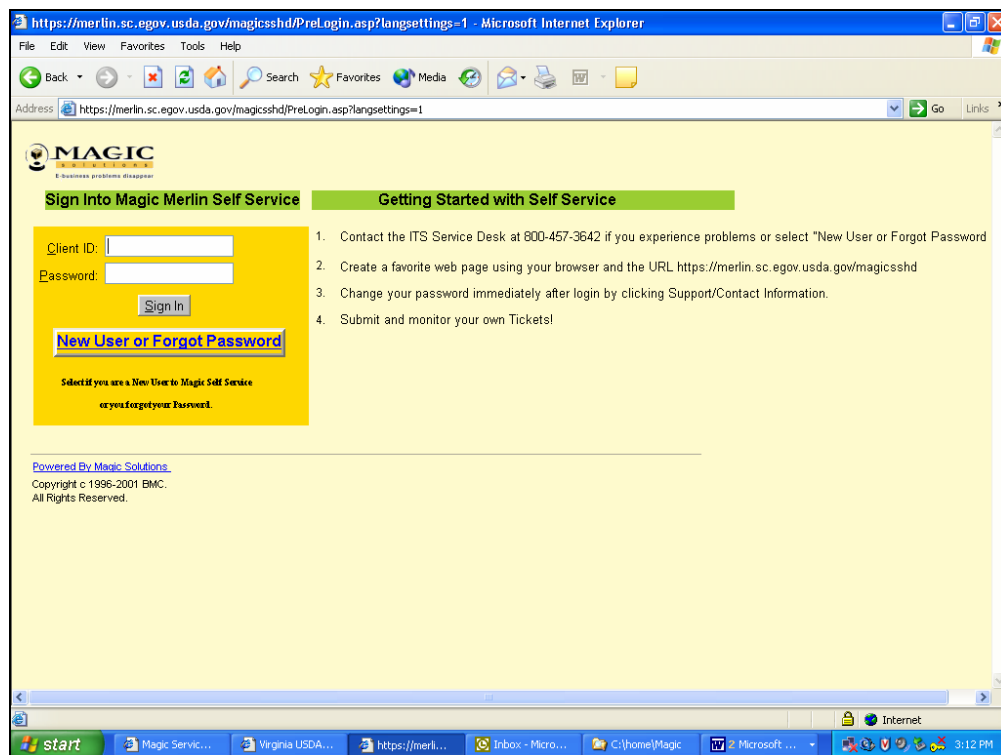
The following instructions will provide you with step-by-step procedures for creating a MAGIC Self Service ticket.

1. **To Create a Self Service Magic Ticket, go to the following site:**

<https://merlin.sc.egov.usda.gov/magicsshd/sslogin.asp>

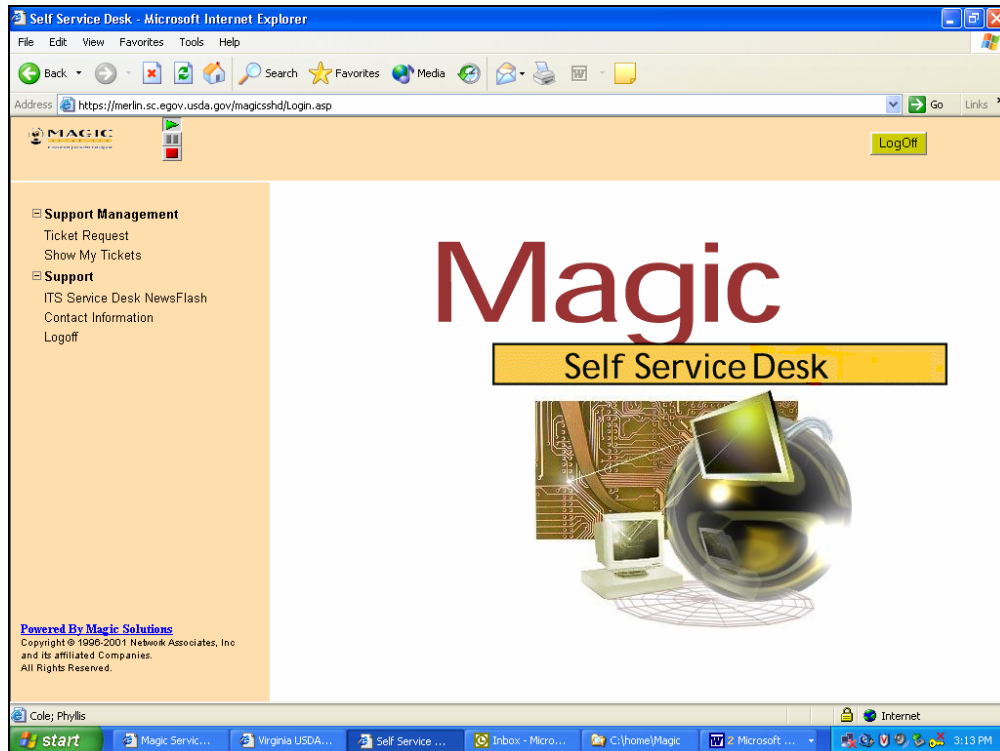


2. Click on appropriate language:



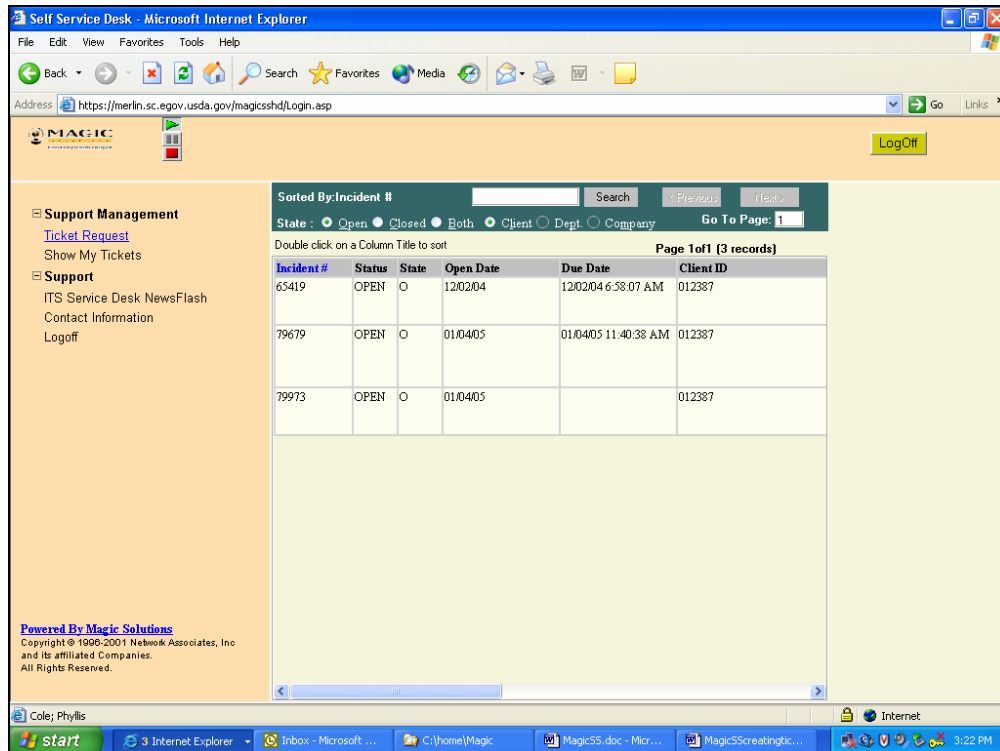
3. Login with ID and password provided to you.



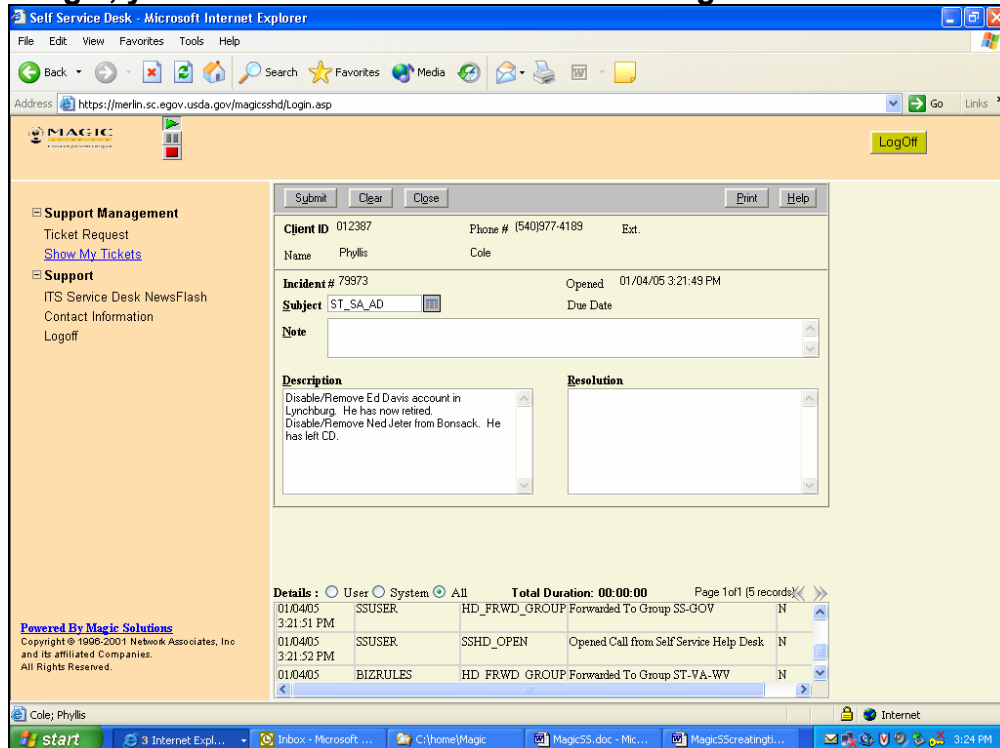


4. **Click on Ticket Request.**

5. **Complete Subject and put as much detailed information as possible about the problem you are reporting including any error messages. See the "TIPS section" of this document. After completing, scroll back to top of the page and click on submit. You may also check the box to get an email confirmation of ticket.**



6. In Magic, you will see the above screen showing the ticket listed.



8. You can open ticket and it will show the details at the bottom of progress of ticket.
9. After submitting ticket, you will need to logoff.
10. To check your ticket, you can log back on and click on Show My Tickets to see status.

## TO ADD A NOTE (OR ADDITIONAL INFORMATION):






After you have submitted a ticket into Magic Self Service and want to add additional information, you can perform the following steps:

1. Logon to MAGIC with your Self Service account. To open the ticket, double-click on the ticket at bottom of the screen.
2. In the Subject Description area at the beginning of the problem description, type "**NOTE:** " and the information to be added.
3. Click the **Submit [Save]** button.




This adds a ticket Detail/Note action of "Ticket Problem or Solution has been update" to the ticket.






**DO NOT** open a new ticket to report additional information on a previously submitted ticket. **TIPS:**




1. If you are reporting a hardware problem, **input the serial and model numbers** in the description area along with any error messages in detail.
2. **Each individual user is responsible for reporting their computer related problems.** Each user can and should have already requested their Magic ID. If your computer is not accessible, log into another computer on site and input the MAGIC ticket. The reason for this request is that the Helpdesk will call back the telephone number of the contact person listed on the ticket and it is the person that is experiencing the problem.
2. **Make sure all of your personal information is current in ICAMS, e.g. office telephone number and extension, email address, etc.** The information that is stored in ICAMS is pulled into the MAGIC Self Service. We have noticed that some of the information is blank.
3. When inputting MAGIC tickets, click on the Subject ID (Tree) drop down menu. A "Support Subjects by Descriptions" Internet Explorer screen appears with the following selections:

-  Support Subjects by Descriptions
  -  Deployment – FSA – GIS Deployment
  -  Hardware
  -  Local System Administration
  -  Magic Merlin Administration Requests
  -  Network and Telephone Issues

### LEGEND:

-  Opened Subject
-  More Subjects Listed (Double Click to Open)
-  Only Subject to Select

-  Security Issues
-  Site Power Outage Event
-  Software
-  Subject Pending More Information
-  Unknown Subject Request

*For example, select the subject of your problem. If the  is listed in front of your subject, double click to open. If there are other options, click on the appropriate  in front of the option of your problem. Click and proceed to make your final selection by highlighting the option. After final selection, click **OK** on the menu screen to accept. If there is a  listed in front of the subject, it means that is your only option to select.*

## LINK TO MAGIC SOLUTION:

<https://merlin.sc.egov.usda.gov/magicsshd/>